Creating Labels from a Tab Delimited Word Data File
(using Windows 2003 Mail Merge)

Go to the Department of Education Website: **http://www.doe.virginia.gov**.
Click **Educational Directory**.
Scroll down and select **Tab Delimited files suitable for labels and other processing**.
Click on desired file.
Click **Open**.
Click **File, Save As**.
For **Save In**, indicate where to save the file.
For Save as type select **Text Documents (*.txt)**.
Click **Save**.
Exit the file.

Open **Word**.
Open the file you just saved.
Look at the file format to determine which fields (e.g., Field2 = School Division Name) you want
in your labels, and make note of the field names. Highlight the document from the first line on
the page through the second line of equal (=) marks just before the first actual data record. Press
Delete.

Press **Ctrl A** (to select All)
Click **Table**
Click **Convert** and select **Text to Table**.
In the 'Convert Text to Table' box, under Separate text at, click the **Tabs** button.
Click **OK**.

Note: At this point you can edit your file to remove any unwanted columns.

Click **Home** on your keypad to return to the top of the file and unselect the text.
Put your cursor in the first row of the table and click **Table**
From the drop down menu select **Insert**. Then select **Rows Above** to insert a blank row.
Enter a column heading (field name) for each column on the newly inserted row.
Click **File**, **Save As**. Click the button to the right of Save as type and select **Word Document**.
The file will be saved with a .doc extension. Click **Save**. Close the file.

Open a new Word file. Click **Tools**.
Click **Letters and Mailings**.
Click **Mail Merge**.
Under 'Select Document Type' click **Labels**.
At the bottom, click **Next: Starting document**.
Under 'Change document layout' click **Label options**.
Select the label format desired (we normally use Avery Labels #5160).
Click **OK**.
At the bottom of the page, click **Next: Select recipients**.
Under 'Use an existing list' click **Browse** and select the Word document you saved previously.
When you locate the file, click **OK**.
Return to your label document and click **Next: Arrange your labels** at the bottom.
Under 'Arrange your labels' click **More Items**.
Then in the 'Insert Merge Field' box, click each field you want to include and click "Insert" for
each. When done, close that window and format the sample label as desired.
Under 'Replicate labels' click **Update all labels**.
At the bottom, click **Next: Preview your labels**.
Preview the labels. At the bottom of the page, click **Next: Complete the merge**.
Print!